

CIVIL AIR PATROL

OPS Qual User's Guide, 1 Nov 2010



Operations Qualifications WMIRS & e-Services User's Guide

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Summary of Changes:

As you will see, there have been many minor changes in the way we enter ES and Pilot related data into the system. In most cases, it is more a matter of appearance, rather than the way things function. This new system is much easier to use and provides much more information to the user. If you **"Mouse over"** many things, a small window will show up explaining that item.

Every attempt has been made to keep up with all of the changes that have been made in the past several months, but some may have been overlooked. As this document is being written while changes are being made to the system, there may be some items that are not as described here. Please bring these to my attention and they will be corrected as soon as possible.

New additions to this document are:

- 31-0 CAP Safety Briefings
- 31-2 CAP Safety Reports
- 40-0 Aircraft Discrepancy reporting and resolution
- 50-0 Aircraft Scheduling, Flight Releasing and Closing out sorties

Other minor changes which are highlighted in grey.

If you discover any errors, or the procedure is unclear, please contact the author and corrections will be made.

50-0 WMIRS Aircraft Scheduling, Sortie Creation, Flight Releasing and Sortie Closing procedures

The WMIRS Aircraft Scheduling, Sortie Creation, Flight Release and Sortie Closeout procedures are a major change from the way this has been done in the past using WMU. One major difference between WMU and WMIRS is the way you find a Sortie.

In WMU a Sortie could be located in the Aircraft Schedule by the pilot's name and the Sortie is listed in the Flight Release table, until it is closed. The Mission number was assigned as a result of the Mission Symbol being used

In WMIRS, the scheduling and closing out Sorties is found by first going to the Mission and adding a Sortie. To locate a Sortie after it has been created, first locate the Mission, then find the Sortie. The Flight Release is found in a table of sorties waiting for release.

Single Flight Sorties

There are two ways of scheduling an aircraft in WMIRS. One way is to use the Aircraft Scheduling Module. Once the aircraft is scheduled, the data is automatically sent to the Add Air Sortie module, where the actual sortie is created and posted for release.

Note:

This method cannot be used to schedule a sortie for anyone else but yourself.

Multi Flight Sorties

The other way is by using the Add Air Sortie module directly, which creates the sortie and automatically enters a schedule into the Aircraft Schedule table and the sortie is posted for release. This procedure is used mainly for Cadet o-Ride sorties where multiple sorties are required to update the cadet's O-Ride records. However, it can be used for any Sortie

The basic procedure for most Single Flight Sorties is as follows:

To get to these WMIRS applications, you first must get on to e-Services, then click on the WMIRS button under CAP Utilities.

The first thing to do is schedule the aircraft for the time period desired. The procedure to do this, "Aircraft Scheduling", is found on the "WMIRS Menu".

Scheduling of the selected aircraft is done in ZULU time. During the Scheduling procedure you provide the date of the sortie, the desired FRO, the starting time (ZULU) and duration of your flight. You also provide the Mission Number and type from a pull down list. When the flight is scheduled, by clicking on the "Add Sortie" button, you are taken to the Add Air Sortie screen, where you fill in the sortie information, such as passengers, flight plan, airports to be used etc.

When the sortie is completed, this information is sent to the Flight Release application in WMIRS. You can specify which Flight Release Officer you want to have release your

sortie, or you can just leave that selection blank and any FRO can release the flight for you. If you select a particular FRO, he/she is notified by e-Mail that they have a flight to release.

The Flight Release Officer can then go to the WMIRS menu and click on the "e-Flight Release" button and can select your flight from the list of flights waiting for release.

Using the standard FRO procedures to verify that this flight is OK to go, he/she can release the flight.

When the sortie is completed, the PIC must close out the sortie. To locate the sortie to be closed out, the PIC gets on to WMIRS and uses the "Mission Number Search" or the "Current Mission/Sorties" button, to locate the list of sorties under that mission. He has to scroll down the list of sorties to find his sortie. The sorties are in date order.

When he finds the sortie to be closed, he clicks on that sortie number and the sortie detail screen appears. He then enters the tach and hobbs times, takeoff time, fuel cost and gallons and oil used and any discrepancies noted during the flight. If it was an "A" funded sortie, he must provide information as to who gets the reimbursement and he must upload the fuel receipt. If the sortie was not flown for any reason, this information can be entered at the bottom of the sortie screen. He then Updates" the sortie and it is completed.

Multiple Flight Sorties, Mission Symbol A15 and B15 (Also, A6 AFROTC Sorties)

Cadet O-Ride sorties are created directly with the Add Air Sortie module, by using the "ADD" button at the bottom of the sortie list screen to get there. As each sortie is created it automatically schedules that time slot in the Aircraft Schedule table. The schedule is made up of ½ hour increments.

Prior to the time the o-ride flights are flown, several individual sorties are created to cover as many o-flights as are required for that day. For example, if you plan on flying three sets of cadets, you have to create **four** sorties, into which to post the flight information. One sortie is to cover the whole day's time and the amount to be reimbursed, the others are used to enter the cadet's syllabus information.

If there is any doubt as to how many cadets are to be flown, create an extra sortie to cover that situation. These can be deleted later, if they are not used.

Scheduling an aircraft in the next month or later

If you need to schedule an aircraft in a future month, before the monthly "A" and "B" mission numbers have not been issued, you can simple use the aircraft scheduling module to schedule the aircraft, as a C17 flight, but select the "No" sortie button on the scheduling screen. This will tie up the aircraft but not create any sortie..

Then when the monthly "A" and "B" mission numbers are issued, you can simply delete that schedule and reschedule it as you desire.

50-1 WMIRS Aircraft Scheduling except A15 and B15 Cadet Orientation Flights

50-2 Using The Schedule Module to schedule an aircraft and create a sortie

From the e-Services Home page:

- a. Click on **"WMIRS"** under CAP Utilities The WMIRS Menu page will appear
- b. Click on **"Aircraft Scheduling"** The Aircraft Scheduling page will appear
- c. Select **"Wing"** and **"Aircraft"** Multiple aircraft can be selected.
- c. Select **"Date"**
- d. Click on **"Get This Date"** The selected aircraft's time list will show any sorties scheduled for that day.

To see what has been previously scheduled for the whole month

- e. Click on **"View this month"** The monthly calendar will appear
- f. Click the **"Back"** button to return to the scheduling page
- g. Select **"Mission Number"**
- h. Select **"Mission Symbol"**
- i. Enter **[Start Time]** in ZULU Time
- j. Enter **"Hours/Days"**
- k. Select **"Add Sortie"** **"Yes"**
- l. Click **"Schedule"** The sortie is entered into the **e-Release** application and the Add Air Sortie page will appear

When the sortie is scheduled, it enters this sortie into the Aircraft Schedule table

On the "Add Air Sortie" page

- m. Select **"Flight Release Officer"** If you do not select an FRO, any FRO can release the sortie
- n. Enter a **[Tracking Number]** is desired
- o. Select **"Sortie Type"**
- p. Enter **[CAPID]s** for the MO, MS or Passengers on the flight
- q. Select **"Flight Plan"** if any
- r. Enter **[Takeoff Airport]"**
- s. Enter **[Landing Airport]**
- t. Enter **[Area Assigned]**
- u. Enter **[Sortie Hours]**
- v. Enter **"Est Takeoff Time"**
- w. Enter **[Objective]**
- x. Click on **"Add Sortie"** The sortie is completed and waiting for FRO release.

The FRO (If specified) will receive an e-Mail message indicating that he/she has a flight to release.

51-0 WMIRS Aircraft Sortie creation, A15 and B15 Cadet Orientation Flights

51-1 Using the Add Air Sortie module to create a sortie for an aircraft and schedule the sortie:

From the e-Services Home page:

- a. Click on **"WMIRS"** under CAP Utilities The WMIRS Menu page will appear
- b. Click on **"Current Missions/Sorties"** A list of current missions will appear
- c. Click on the **"Mission number"** desired The Edit Training/Evaluation Request page will appear
- d. Click on **"Edit/View Air Sortie"** A list of all sorties for the mission will appear

Scroll down to the bottom of the sortie list

- e. Click on **"Add"** The Add Air Sortie page will appear
- f. Select the **"Mission Symbol"** desired
- g. Click on **"Continue"** The Add Air Sortie page will appear
- h. Select **"Flight Release Officer"** If you do not select an FRO, any FRO can release the sortie
- i. Enter a **[Flight/Tracking Number]** if desired

If the sortie is an A6 sortie

- j. Select the AFROTC **"Detachment"**

If the sortie is an A9 sortie

- k. Enter **"Tail Number"** of the MX aircraft (the other aircraft in the MX Move)
- l. Enter **[Sortie Date]**
- m. Select **"Sortie Type"** Ferry or Orientation for A15 and B15 flights
- n. Pilot's **[CAPID] For A6 & A9, Front Seat Pax(MO) Rear Seat{s}(MS)**
- o. Select **"Flight Plan"** if any
- p. Enter **[Tail Number]**
- q. Enter **[Aircraft Type]**
- r. Enter **[Call Sign]**
- s. Enter **[Takeoff Airport]"**
- t. Enter **[Landing Airport]**
- u. Enter **[Area Assigned]**
- v. Enter **[Est Sortie Hours]**
- w. Enter **[Est Takeoff time]** Zulu time See below
- x. Enter **[Objective]**
- y. Click on **"Add Sortie"** The sortie is completed and waiting for FRO release.

Sorties cannot overlap other sortie's time slot which are in ½ hour increments

When the sortie is submitted, it automatically enters this sortie into the Aircraft Schedule table.

You have to create one sortie (Sortie type "Ferry") which is used to record the whole o-ride session information for reimbursement (3 – 4 flights).

Other sorties (Sortie type "Orientation") must be created for each pair of cadets that are taken on the flights. These sorties are where you post the flight time and syllabus information, which updates the Cadet's records. If you plan on three flights, best to create 4 orientation flights and delete the one not used.

52-0 WMIRS Flight Release

52-1 To release a flight

From the e-Services Home page:

a. Click on "**WMIRS**" under CAP Utilities The WMIRS Menu page will appear

b. Click on "**e-Flight Release**" The Flight Release page will appear

If you have received an e-mail that you have been selected to release a flight:

c. Click on "**My Pending Releases**" A table of your pending sorties to be released will appear

If you have not received any e-mail regarding any Flight Releases

d. Click on "**All Pending Releases**" A table of all pending sorties will appear

e. Click on "**View**" of the sortie to be released

If the flight is over 24 hours from now, a message will appear at the bottom of the flight release page, saying "**Flight not within 1 day**"

If the flight is less than 24 hours from now, the Flight Release page will appear for release

After discussing the flight with the PIC, the flight can be released or disapproved.

To release the flight:

f. Click on the "**View FRO Checklist**" box

g. Click on the "**View IMSAFE Checklist**" box

h. Click on "**Approve**" (Or "**Disapprove**") The FRO Validation page will appear

On the validation page:

i. Enter your **[CAPID]**

j. Enter your **[Year of Birth]**

k. Enter your **[SSNO]** Last 4 digits

l. Click on "**Approve**" The flight is released

53-0 WMIRS Closeout a Sortie other than A15 and B15

If the sortie is an "A" funded mission symbol, you must have scanned your Fuel Receipt prior to closing out the sortie.

53-1 To close out a sortie other than A15 or B16 Cadet O-ride flights

From the e-Services Home page:

- a. Click on **"WMIRS"** under CAP Utilities The WMIRS Menu page will appear
- On the left side of the screen under Mission Search,
- b. Enter the **[Mission Number]** desired
 - c. Click on **"Go"** The Mission Search Results page will appear
 - d. Click on the **"Mission Number"**
 - e. Click on **"Edit/View Air Sortie"** A list of all sorties for that mission will appear
 - f. Scroll down to the **Date** of the sortie desired to locate the sortie
 - g. Click on the **"Sortie Number"** The sortie detail page will appear
 - h. Enter the **[Start]** and **[End]** Tach Times
 - i. Enter the **[Start]** and **[End]** Hobbs Times The sortie time is calculated for you
 - j. Enter the **[Actual Takeoff]** time
 - k. Enter the **[Fuel/Oil Dollars]**
 - l. Enter the **"Gallons"** of fuel used
 - m. Enter the Member **[CAPID]** or [Unit number] for reimbursement, if funded
 - n. Upload the scanned **"Fuel Receipt"** Must be in PDF format
 - o. Select the **"Flight Flown/Not Flown"**
 - p. Select the **"Reason"** if Not Flown
 - q. Click on **"Update"** This will close out the sortie

The ending Date and Tach and Hobbs times are transferred to the Aircraft Maintenance Record. These are used to calculate 50 hour, 100 hour/Annual inspection due times and such things as pitot/static system due dates.

54-0 WMIRS Closeout A15 or B15 Sortie

If the sortie is an "A" funded mission symbol, you must have scanned your Fuel Receipt prior to closing out the sortie.

Each A15 or B15 o-Ride session is made up of several flights (Sorties). The first sortie is the sortie that covers the whole o-ride session and is where the overall Tach and Hobbs times, Fuel and Oil cost and Reimbursement information is recorded. The other sorties are where the individual o-ride flights are recorded. The information recorded in each of these sorties is the elapsed Hobbs time for the flight, the type of aircraft, powered or glider, the syllabus number and the front and back seat cadet's CAPID numbers. No other information is entered in these sorties.

54-1 To close out a A15 or B15 sortie, Cadet O-ride flights

From the e-Services Home page:

- a. Click on **"WMIRS"** under CAP Utilities. The WMIRS Menu page will appear.
- On the left side of the screen under Mission Search,
- b. Enter the **[Mission Number]** desired.
 - c. Click on **"Go"**. The Mission Search Results page will appear.
 - d. Click on the **"Mission Number"**.
 - e. Click on **"Edit/View Air Sortie"**. A list of all sorties for that mission will appear.
 - f. Scroll down to the **Date** of the sortie desired to locate the sortie.
 - g. Click on the **"Sortie Number"**. The sortie detail page will appear.

If the sortie is the overall o-Ride sortie

This sortie is for reimbursements

- h. Enter the **[Start]** and **[End]** Tach Times.
- i. Enter the **[Start]** and **[End]** Hobbs Times. The **sortie time** is calculated for you.
- j. Enter the **[Actual Takeoff]** time.
- k. Enter the **[Fuel/Oil Dollars]**.
- l. Enter the **"Gallons"** of fuel used.
- m. Enter the Member **[CAPID]** or **[Unit number]** for reimbursement, if funded.
- n. Upload the scanned **"Fuel Receipt"**. Must be in PDF format.
- o. Select the **"Flight Flown/Not Flown"**.
- p. Select the **"Reason"** if Not Flown.
- q. Click on **"Update"**. This will close out the sortie.

If the sortie is one of the o-Ride flight sorties

These sorties are for Cadet o-Ride credit

- r. Enter **"Actual Sortie Hours"** for this flight.
- s. Enter **"Actual Takeoff time"**.
- t. Enter A/C type **"Powered or Glider"**.
- u. Enter **"Syllabus"** number.
- v. Enter front seat cadet **[CAPID]**.
- w. Enter back seat cadet{s} **[CAPID]**.
- x. Click on **"Update"**.

Complete all sortie/flights within this o-ride session

59-0 WMIRS Delete Sortie

From the e-Services Home page:

- a. Click on "**WMIRS**" under CAP Utilities The WMIRS Menu page will appear
- b. Click on "**Current Missions/Sorties**" A list of current missions will appear
- c. Click on "**Mission number**" desired The Edit Mission page will appear
- e. Click on "**Edit/View Air Sortie**" The sorties for Mission page will appear
- f. Click on "**Sortie**" The Sortie Update page will appear

Scroll to the bottom of page

- g. Click on "**Delete Sortie**" The sortie will be deleted

60-0 WMIRS Aircraft Maintenance Reporting

From the e-Services Home page:

- a. Click on "**WMIRS**" under CAP Utilities The WMIRS Menu page will appear
- b. Click on "**Tools and Utilities**"
- c. Click on "**Maintenance Module**"
- d. Select "**Aircraft**"
- e. Click on "**Get MX Information**" The Aircraft Maintenance Information page will appear

There are 37 items in this maintenance list. All changes to this list are made by the Aircraft Manager or the system

Last Tach and Hobbs Time readings and dates are updated by the system when a sortie is closed.

All other items in this list are updated by the Aircraft Manager when they are completed.

Some items, such as **due** dates for Annual, 100 hour and Oil change tach times are calculated by the system.

Due dates for Pitot Static system, Transponder check and ELT battery replacement, are entered as the "Due" date, rather than the date it was last completed.

All other information is updated manually whenever it changes.